



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
GLORIA MOLINA  
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May 13, 2014

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

21 May 13, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

### **REQUEST FOR DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND ADMINISTRATIVELY CONSUMMATE MINOR LEASES FOR VARIOUS DEPARTMENTS (ALL DISTRICTS) (3 VOTES)**

### **SUBJECT**

Delegation of authority to the Chief Executive Officer, or his designee, to negotiate and consummate the 60 minor leases shown on Attachment A as provided under Section 2.08.163 of the County Code.

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed leases are categorically exempt from the provisions of the California Environmental Quality Act pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, per Section 15301 of the State of California Environmental Quality Act Guidelines (Existing Facilities).
2. Delegate the authority to the Chief Executive Officer, or his designee to negotiate and consummate the 60 minor leases for the following County Departments: Alternate Public Defender, Children and Family Services, Community and Senior Services, Coroner/Chief Medical Examiner, Fire, Health Services, Internal Services, Mental Health, Parks and Recreation, Probation, Public Library, Public Social Services, and Sheriff.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Pursuant to the authority granted under County Code Section 2.08.163, the Chief Executive Officer may consummate all minor leases administratively. Approval of the proposed action will allow the Chief Executive Office (CEO) to administratively extend/renew minor leases for a period not to exceed three years at a rental rate that cannot exceed \$7,500 per month, and will provide County departments with continued occupancy at their current locations. However, while the CEO has the authority to execute new minor leases, County Counsel has opined that a re-lease of the same facility requires Board approval. Therefore, the recommendations proposed herein will provide for more efficient processing of these minor lease renewals and obviate the need for Board approval for renewal of each of the 60 leases.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service. This recommendation supports this goal by requesting Board approval of the consolidated list of the minor leases and removing the need for individual Board actions for each of the 60 leases.

### **FISCAL IMPACT/FINANCING**

Since all the facilities involved are currently subject to existing leases, it is anticipated that there will be little new fiscal impact, if any, from the proposed re-leases. The impact will result only from small increases in the rental rates negotiated, if any. A further limitation is that the rental rate cannot exceed \$7,500 per month. If the lease cost exceeds \$7,500 per month, the CEO will submit a lease recommendation to the Board for consideration.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Since 2005, the Board has approved similar delegated authority recommendations submitted annually by the CEO to negotiate and consummate minor leases. The proposed recommendations apply to the 60 leases shown on Attachment A whose departments indicate a desire to remain at their current facilities. All the proposed leases are either on a month-to month tenancy, or will expire during the 2014 calendar year or within the first quarter of 2015. County Code Section 2.08.163 will continue to govern all new leases for different locations with the same terms and rental rate limits.

The leases shown on Attachment A will be approved by the CEO only under the following conditions:

- The departments involved will be required to provide sufficient justification of its continued need for the space to the CEO and the CEO will need to find that the renewal of the existing lease is the best course of action.

- The facilities involved will have to meet the criteria for seismic integrity set by the Department of Public Works to be suitable for County occupancy.
- The proposed leases will become effective upon approval and execution by the CEO.
- If the proposed leases contain a rental adjustment provision either fixed or based on the Consumer Price Index, the project maximum monthly rent will remain at \$7,500 or less per month.

Child care facilities are not feasible in the proposed leases.

### **ENVIRONMENTAL DOCUMENTATION**

Since all leases shown on Attachment A are re-leases, the CEO has concluded that these projects are exempt from California Environmental Quality Act (CEQA) as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, and Section 15301 of the State CEQA Guidelines (Existing Facilities).

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The CEO believes that the proposed recommendations are in the best interest of the County by providing a mechanism to obtain necessary space for the various County requirements in a more efficient manner. The CEO will consummate these leases only if, upon review, they are found individually to be in the best interest of the County.

Some of the facilities shown have additional existing County lease(s). If possible, the CEO will consolidate these leases into one agreement, and if consolidation exceeds the administrative limitations, a recommendation will be brought to the Board for consideration.

**CONCLUSION**

It is requested that the Executive Office, Board of Supervisors, return two certified copies of the Minute Order to the CEO, Real Estate Division at 222 South Hill Street, 4th Floor, Los Angeles, CA 90012.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "W. Fujioka", followed by a small "for" written below it.

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:RLR:CMM  
CEM:NCH:FC:gw

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Alternate Public Defender  
Children and Family Services  
Community and Senior Services  
Coroner/Chief Medical Examiner  
Fire  
Health Services  
Internal Services  
Mental Health  
Parks and Recreation  
Probation  
Public Health  
Public Library  
Public Social Services  
Sheriff

## Attachment A

DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	END DATE	MONTHLY RENT	NO. OF LEASES WITH SAME LESSOR
ALTERNATE PUBLIC DEFENDER	221 E. Walnut St., Suite 240, Legal Representation	Pasadena	97666	L-0818	10/14/2012	10/13/2015	\$7,200.00	1
CHIEF MEDICAL EXAMINER	910 First Street	San Fernando	97404	L-1063	11/19/2009	11/18/2012	\$4,500.00	1
CHILDREN & FAMILY SERVICES	10750 Laurel Avenue, Community Resource Center, Bldg. 2 - Office G & J (Gratis)	Whittier	98984	L-1107	07/01/2011	06/30/2012	\$0.00	3
CHILDREN & FAMILY SERVICES	11251 Glenoaks Blvd	Pacoima, CA	98953	L-1132	09/05/2012	09/04/2015	\$0.00	1
CHILDREN & FAMILY SERVICES	1395 East Orange Grove Blvd., F.I.L.P. (Gratis)	Pasadena	99030	L-0905	10/01/2004	09/30/2007	\$0.00	1
CHILDREN & FAMILY SERVICES	1420 West Avenue "I", FLIP TRC (Transitional Resource Center)	Lancaster	99032	L-1125	04/01/2012	03/31/2015	\$496.80	1
CHILDREN & FAMILY SERVICES	3300 Civic Center Drive, Torrance Police Department	Torrance	98989	L-0777	09/24/2001	09/23/2004	\$0.00	1
CHILDREN & FAMILY SERVICES	725 South Grand Ave - (Various locations for Child Safety Program)	Glendora, Ca	98971	L-1121	03/19/2012	03/18/2015	\$0.00	1
CHILDREN & FAMILY SERVICES	Various Los Angeles Area Police Stations, Child Safety Program (Gratis)	Various	99041	L-0967	07/12/2006	07/11/2009	\$0.00	1
COMMUNITY & SENIOR SERVICES	1415 Santa Anita Ave., Addn'l parking for 1441 Santa Anita	South El Monte	97069	L-0942	07/06/2011	07/05/2014	\$735.13	1
COMMUNITY & SENIOR SERVICES	6640 Van Nuys Blvd., Ste 201	Van Nuys, CA	97051	L-1137	01/01/2013	01/13/2015	\$3,006.12	2
COMMUNITY & SENIOR SERVICES	700 North Bullis Road	Compton, Ca	97067	L-1143	02/01/2013	01/13/2016	\$4,415.25	2
CORONER	2627 N. Hollywood Way Bob Hope Airport Hangar 35	Burbank	97406	L-1124	04/02/2012	04/01/2014	\$2,310.00	1
FIRE DEPARTMENT	1255 Corporate Center Drive, Employee Relations, Suite 328	Monterey Park	98365	71199	01/08/2012	01/07/2015	\$6,324.74	2
FIRE DEPARTMENT	16200 Daily Drive (Van Nuys Airport)	Van Nuys	98363	L-1103	07/01/2011	06/30/2013	\$5,440.87	1
FIRE DEPARTMENT	26201 Golden Valley Road, Temporary Station 104 (Ground Lease)	Santa Clarita	98345	L-1099	10/01/2012	09/30/2015		3
FIRE DEPARTMENT	35100 San Francisquito Cyn. Rd., Camp #14 (Agreement No. W-25780)	Saugus	98361	L-0881	05/01/2007	04/30/2010		2
FIRE DEPARTMENT	Two Harbors, Fire Station No. 155 (Gratis)	Catalina	98253	L-0879	04/01/2004	03/31/2007	\$0.00	1
HEALTH SERVICES	1108 N. Oleander Ave., Dollarhide Health Center	Compton	97871	L-0915	09/27/2004	09/26/2007	\$1,575.00	2
HEALTH SERVICES	1116 West 220th. Street	Torrance	97966	L-0989	04/26/2007	04/25/2010	\$0.00	1

## Attachment A

DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	END DATE	MONTHLY RENT	NO. OF LEASES WITH SAME LESSOR
ISD	Sesnon Blvd and Oat Mountain Motorway	Northridge	98111	L-1036	09/01/2008	08/31/2014	\$1,318.04	2
ISD/PROBATION	12830 Clark Ave	Downey	97615	L-1058	09/14/2012	09/13/2015	\$3,600.00	2
ISD-INFO TECHNOLOGY SVC	Vicente Communication Site, Emergency Medical Services (Gratis)	Rancho Palos Verdes	98181	L-1071	03/01/2010	02/29/2012	\$0.00	2
ISD-INFO TECHNOLOGY SVC	3860 Crest Road, San Pedro Hill, Radio & Microwave Site	Rancho Palos Verdes	98143	L-1076	05/15/2010	05/14/2013		1
ISD-INFO TECHNOLOGY SVC	Baldwin Hills Reservoir Site, La Brea/Padilla Place (R/W L-9632)	Los Angeles	98131	25761	07/01/2011	06/30/2014		1
MENTAL HEALTH	11150 West Olympic Blvd	Los Angeles	98035	L-1120	04/01/2012	03/31/2015	\$4,340.00	1
MENTAL HEALTH	2131 North Main Street	Los Angeles	98223	L-1041	09/08/2011	09/07/2014	\$4,250.00	1
MENTAL HEALTH	21732 South Vermont Avenue, Ste 210	Torrance	98151	L-1020	02/12/2008	02/11/2011	\$4,633.35	1
MENTAL HEALTH	636 South Maple Ave	Los Angeles	98222	L-1035	09/19/2008	08/18/2011	\$6,500.00	3
MENTAL HEALTH	695 South Vermont Ave, Ste 1177	Los Angeles, CA	98034	L-1130	09/01/2012	08/31/2015	\$3,964.24	2
MENTAL HEALTH	Wellness Program, 1300 West 155th Street, Ste 103	Gardena	98188	L-1022	08/01/2011	07/31/2014	\$4,212.00	1
MENTAL HEALTH AND PUBLIC HEALTH	332 South Omar Street	Los Angeles	97936	L-1104	07/01/2011	06/30/2014	\$480.00	1
PARKS & RECREATION	15501 E. Arrow Hwy, Santa Fe Dam Area, Riding and Hiking Trail (Gratis)	Irwindale	98451	L-0927	11/01/2007	10/31/2009	\$0.00	2
PARKS & RECREATION	Sandrock & Punch Bowl Canyons, Special Use Permit, Land use	Pearblossom	98392	P-0158	11/19/1992	11/20/1993	\$0.00	12
PARKS & RECREATION	28245 Avenue Crocker	Valencia	98512	L-1006	03/01/2010	02/28/2013	\$7,152.00	11
PARKS & RECREATION	6300 East Northside Dr., Saybrook Park (Acct No. 1765) GRATIS	East Los Angeles	98423	L-0926	06/01/2005	05/31/2008	\$0.00	11
PARKS & RECREATION	6901 Atlantic Ave	Long Beach	98416	L-1050	04/01/2009	03/31/2012		11
PARKS & RECREATION	Equestrian Riding & Hiking Trail (El Vago Street) Acct No. 1499	La Canada Flintridge	98454	L-1152	12/01/2009	11/30/2012		11
PROBATION	12830 Clark Ave	Downey	97615	L-1116	02/07/2012	02/06/2015	\$535.88	1
PROBATION	6640 Van Nuys Blvd., Ste 200	Van Nuys, CA	97568	L-1138	12/14/2012	12/13/2015	\$6,525.56	2
PROBATION	7100 Van Nuys Blvd., Suite 206, Juvenile Probation	Van Nuys	97558	L-0983	03/17/2010	03/16/2013	\$3,800.00	2

## Attachment A

DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	END DATE	MONTHLY RENT	NO. OF LEASES WITH SAME LESSOR
PROBATION	7100 Van Nuys Blvd., Suite 214, Investigations	Van Nuys	97563	L-0950	11/01/2008	10/31/2011	\$5,504.00	2
PUBLIC LIBRARY	20540 E. Arrow Hwy, Unit K, Sunrise Shopping Center	Charter Oak	98867	L-0935	07/01/2011	06/30/2014	\$3,027.57	1
PUBLIC LIBRARY	4153-55 E. Live Oak Ave., Live Oak Branch Library	Arcadia	98867	L-0940	07/05/2011	07/04/2014	\$3,237.92	1
PUBLIC LIBRARY	5218 Santa Ana Street, Cudahy Library	Cudahy	98867	L-0936	06/01/2008	05/31/2011	\$2,598.66	1
PUBLIC LIBRARY	7309 Adams Street, Office and Warehouse Space	Paramount	98867	L-0814	09/01/2011	08/31/2014	\$7,182.00	1
PUBLIC SOCIAL SERVICES	Corner of Sawtelle Blvd at Pico Blvd (2404 So. Sawtelle Blvd)	Los Angeles	97148	L-1038	08/20/2011	08/20/2014	\$7,300.00	4
PUBLIC SOCIAL SERVICES	1301 and 1327 West 12th. Street	Long Beach	97225	P-0998	05/18/2007	05/17/2010	\$0.00	6
PUBLIC SOCIAL SERVICES	17150 E. Gale Ave., Medi-Cal Central Offices, Addn'l parking for 17171 E. Gale Ave.,	City of Industry	97361	L-1023	02/14/2008	02/13/2011	\$1,850.00	1
PUBLIC SOCIAL SERVICES	1851 N. Gaffey St., Suites A, D, H, I & J, Sub-lease for DPSS/GAIN	San Pedro	97132	L-0894	01/01/2006	06/24/2007	\$3,998.25	6
PUBLIC SOCIAL SERVICES	1910 Magnolia Street, DCFS, & CSSD	Los Angeles	97383	L-1044	09/17/2012	09/16/2015	\$1,894.06	1
PUBLIC SOCIAL SERVICES	2813 East Olympic Blvd	Los Angeles	97138	L-1113	01/15/2012	01/15/2015	\$1,800.00	2
SHERIFF DEPARTMENT	13837 W. Fiji Way, Marina Station Parking Lot	Marina Del Rey	97749	L-0623	05/04/2009	05/03/2010		2
SHERIFF DEPARTMENT	40235 North 170th Street, Unit H, Substation	Lake Los Angeles	97715	L-0909	11/01/2004	10/31/2007	\$506.25	1
SHERIFF DEPARTMENT	4200 Shirley Avenue, Trap Program, Office Space	El Monte	97837	L-0404	11/16/1994	11/15/1995	\$0.00	1
SHERIFF DEPARTMENT	42043 50th Street West, Quartz Hill Sub-Station	Quartz Hill	97726	L-1025	04/01/2008	03/31/2011	\$1,380.00	1
SHERIFF DEPARTMENT	4322, 4328, & 4332 West 106th St., Parking Lots	Lennox	97842	L-1045	11/24/2008	11/23/2009	\$6,200.00	1
SHERIFF DEPARTMENT	5383 West Centinela Ave., "Store Front Operation"	Los Angeles	97645	L-0931	06/01/2010	05/31/2011	\$1,887.00	1
SHERIFF DEPARTMENT	8353 Sepulveda Blvd., 1st Floor, TRAP Program	North Hills	97866	L-0810	08/01/2004	07/31/2005		1
SHERIFF DEPARTMENT	9040 Telstar Avenue, TRAP Program Suites 107, 112 & 115	El Monte	97723	L-1127	07/01/2012	06/03/2015	\$6,492.50	1